



REGIONAL SECURITY TECHNICIAN

The U.S. Embassy in Canberra is seeking an individual for the position of Regional Security Technician in the Engineering Security Office.

Salary: A\$60,779 p.a. + superannuation benefits

Hours: 40hrs/week, Monday to Friday.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

- 1. Completion of secondary school (Year 12) is required.*
- 2. Three years of 'hands-on' field experience in major repairs and installation of electrical and heavy duty mechanical equipment, closed circuit television, alarm systems, public address, or vehicle arrest systems is required.*
- 3. Level 3 (good working knowledge) written and spoken English is required. This will be tested.*
- 4. Strong knowledge of power systems, hydraulic systems, electronics, and a wide variety of test equipment is required.*
- 5. Demonstrated ability to independently solve problems as they arise, including the application of technical knowledge and skills to troubleshoot electrical and mechanical systems.*
- 6. Must have a valid unrestricted Australian driver's license.*

For further information please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 by **12 February 2010**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE:**REGIONAL SECURITY TECHNICIAN**

POSITION GRADE LE- 7**(STARTING SALARY A\$60,779)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Conducts inspection, installation, preventative and corrective maintenance of security and life-saving equipment and devices. Studies and makes recommendations to improve the effectiveness of the security systems at the U.S. Government office locations. Travels up to 30 percent of the time to all U.S. Government posts for which ESO Canberra is responsible to include Canberra, Perth, Melbourne, Sydney, Auckland, Wellington, Christchurch, Port Moresby, Apia, and Suva.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Susan Pietsch at (02) 6214 5709.

Major Duties and Responsibilities

Duties and responsibilities include but are not limited to inspect, install, maintain and make recommendations for improvement of the security and life-saving equipment at U.S. embassies and other USG facilities in the region; install, troubleshoot, maintain and upgrade public address systems, maintain and repair security doors; troubleshoot and repair traffic barricades and vehicle arrest systems; maintain and inventory all locking devices, power supplies and public address equipment; ensure adequate stocks of components and spares for repairs; document work in written reports to the OIC of the ESO and to interested RSOs; perform other duties as directed by the ESO or local RSO to support the overall technical security program.

- Provide technical guidance, training, regional spare parts and assistance to post security technicians in ESO Canberra Region. Assist them with installation and project planning. Maintain records of work performed, budgets and travel schedules. (5%)
- Perform planned preventive, predictive, corrective and breakdown maintenance of the vehicle arrest system - hydraulic barrier and slide gates. Identify and repair problems to keep the barriers operational. Record all maintenance and spare parts, and request expendable parts in a timely manner. (15%)
- Install, commission, maintain and repair all closed circuit television and related equipment. Program the equipment to meet the specific objectives detailed in design plans or directed by the OIC of the ESO. (10%)
- Perform trouble shooting and repair of the emergency notification system, and selectone system to include the master control unit, amplifiers, speakers and power supplies. (15%)
- Maintain and repair hard-line doors, including power supplies, locking devices, hinges and fire exit controllers. (45%)

- Perform other duties as directed by the ESO or local RSO to support the overall technical security program. Coordinate with vendors or contractors to enhance overall technical security, maintain close contacts with GSO technicians and local contractors in performance of duties. (10%)

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Three years of 'hands-on' field experience in major repairs and installation of electrical and heavy duty mechanical equipment, closed circuit television, alarm systems, public address, or vehicle arrest systems is required.
3. Level 3 (good working knowledge) written and spoken English is required. This will be tested.
4. Strong knowledge of power systems, hydraulic systems, electronics, and a wide variety of test equipment is required.
5. Demonstrated ability to independently solve problems as they arise, including the application of technical knowledge and skills to troubleshoot electrical and mechanical systems.
6. Must have a valid unrestricted Australian Driver's License.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612;
plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

THE DEADLINE FOR APPLICATIONS IS FEBRUARY 12, 2010

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.